



MEMORANDUM

To: Title I Program Administrators
Title I Targeted Assistance School Principals

From: Teresa Neely, Coordinator of Title I

Re: Title I Schoolwide Planning

Date: March 16, 2010

The purpose of this memorandum is to share information with you regarding schoolwide planning (SWP) for the 2010-2011 school year. A Targeted Assistance School (TAS) may become schoolwide if they meet a minimum of 40 percent poverty and will be Title I served during the 2010-2011 school year. As you know, for many years our office has provided schoolwide planning consultants using funding from our one percent administrative set-aside. The IDOE encourages consolidation of your PL 221 Plan, NCLB school improvement plan and the schoolwide plan. Due to pending initiatives for schools most in need, we no longer contract with outside consultants to provide schoolwide planning assistance.

We are offering a WebEx four times in April to discuss the schoolwide planning options for the 2010-2011 school year. A WebEx is an interactive online conference where participants will use their telephone and computer to interact with the presenters and participants. We encourage you to invite all stakeholders interested in schoolwide planning from your school to the meeting, but ask that you gather in one room to place one phone call into the WebEx meeting. The computer you use must be able to connect to the Internet. For multiple or single participants you can use either a computer equipped with speakers and a microphone or a speaker telephone for the audio portion of the meeting. Participants will be able to ask questions after the presentation to the presenters. We will be posting a recording of this meeting on the Title I Home page.

In order to participate in a Schoolwide Planning WebEx; you must click on a link below to register. Upon registering, you will receive detailed information regarding the WebEx.

- [April 8, 2010 at 10 am EDT](#)
- [April 8, 2010 at 2 pm EDT](#)
- [April 22, 2010 at 10 am EDT](#)
- [April 22, 2010 at 2 pm EDT](#)

Each WebEx will last one hour and will include a presentation and time for questions and answers. **You only need to attend one meeting.** We hope the meeting or WebEx will help you when making a decision as to how you will move ahead.

The three options for going through schoolwide planning are:

1. Develop a schoolwide plan on your own and submit the plan to the IDOE no later than June 1, 2011. The plan must contain the ten required components, along with a corresponding checklist listing page numbers for each component.
2. Use your own Title I funding to contract with a schoolwide planning consultant.
The IDOE no longer endorses schoolwide planning consultants.
3. Attend Title I schoolwide planning workshops in Indianapolis provided by IDOE Title I Specialists. The only cost to you would be for travel and meals.
Title I Specialists will not be able to come to your school to provide technical assistance.

If you choose to go through a schoolwide planning process in 2010-2011 with an outside a consultant or on your own, the schoolwide plan must be submitted for approval by our office no later than June 1, 2011.

If the plan is found to be missing required schoolwide components, you will continue as a Targeted Assistance School (TAS). As we review plans, we have found that some of the components are not spelled out in detail. Sometimes the plan will say to refer to the Title I Application. **Each component must be adequately addressed and easily found in your plan in order to be granted SWP status.**

The ten required components can be found at:

<http://www.doe.state.in.us/TitleI/pdf/schoolwiderequirements.pdf>.

There will not be a resubmission period.

Please fill out the attached form and return to Title I by **May 18, 2010**. The form must be signed by the Title I Program Administrator and the principal of the school. If you have any questions, please contact our office at 317-232-0540 or email at statewide@doe.in.gov. If we do not receive your form by May 18, 2010 your school will remain TAS. Thank you.

2010-2011 OPTIONS FOR TITLE I SCHOOLWIDE PLANNING

Corporation #	Corporation Name

School #	School Name	School Improvement Status (if applicable)

School Phone	School Fax	School Principal	Email

Title I Program Administrator	Phone Number	Email

There are three options available for schoolwide planning in 2010-2011. In the table below, indicate in the check box (second column) which option you are choosing. If you are choosing the second option, please include the name of the consultant or group that you will contract with for schoolwide planning services. Consolidated plans are encouraged. The TAS school must have a minimum poverty of 40 percent and will be served with Title I funds in the 2010-2011 school year. **If you are choosing an outside consultant, our office will not notify the group. It is your responsibility to contract with these consultants.**

Options	
Develop a schoolwide plan on your own and submit the plan to the IDOE no later than June 1, 2011.	<input type="checkbox"/>
Use your own Title I funding to contract with a schoolwide planning consultant. Name of consultant:	<input type="checkbox"/>
Attend Title I schoolwide planning workshops in Indianapolis provided by IDOE Title I Specialists. <i>You will be contacted by the Title I office by May 29, 2010 if capacity allows your school to be assisted by IDOE staff.</i>	<input type="checkbox"/>

By signing this form, I understand the option my school has chosen from above and will comply with all requirements.

Principal's Signature _____

Title I Program Administrator's Signature _____

PLEASE RETURN THIS FORM VIA E-MAIL TO statewide@doe.in.gov OR BY FAX AT 317-233-6502 BY MAY 18, 2010. If we do not receive this form by May 18, 2010, your school will remain a TAS (Targeted Assistance School). If you have any questions, please email statewide@doe.in.gov.

THANK YOU.